

SAINT User Forum

Date: 30th September 2008

Time: 2pm-4pm

Location: Chesham B0.29 Mezzanine

Minutes

Present

Sue Ledger(SL), Linda Coldwell(LC), Ele Cosgrove(EC), Claire Edwards(CE), Chris Toft(CT), Tim Squire-Watt(TSW), John Ross(JR), Beth Hilditch(BH), Simon Croll(SC), Karen Bailey(KB), Jo Hardcastle(JH), Donna Pankhurst(DP), Phillip Briggs(PB),

Apologies for Absence

Traci Wright(TW)

1. Terms of Reference and membership

Agreed The Terms of Reference were approved but the forum agreed that the minutes should also go to LTC for consideration when issues were discussed which had an impact on learning and teaching. The amended Terms of Reference are with these minutes.

Agreed The forum membership was agreed and representatives were encouraged to send an alternative if unable to attend for any reason.

Agreed The draft minutes to the forum meetings were to be published to the SAINT website and distributed to the membership of the forum, SAINT Implementation Board and LTC.

2. Meeting Schedule

Agreed The schedule was agreed after some clarification of dates as the agenda date and the Terms of Reference dates were not the same. The dates have been publicised on the SAINT Virtual Forum (<http://saintforum.ning.com/>).

Agreed SAINT User Issues to be brought forward to early in the agenda.

3. Progression and Award Update

TSW made a short introduction of the work to be completed this year and the importance of it for schools and the University of Bradford as a whole. The forum discussed the project aims and objectives and timescales. Currently the project is on schedule but it was tight and even minor delays could be problematic. The need for an early introduction to ensure training needs were met was reinforced along with the need for the new board of examiners report as soon as is possible for the same reasons.

Agreed This would be a permanent agenda item.

Action Representatives from academic schools to ensure that a definitive list of courses that should be processed in SAINT for progression and award purposes to be passed to TSW to ensure that all courses are included in this years work.

4. SAINT Plan

TSW introduced the plan for work this year that concentrates on the writing of system rules and procedure so that all courses can be processed in SAINT for progression and award processing. The contents of the plan and the meaning of the symbols on the plan were explained. Initial progress was good but with little room for delays in order to meet the deadline.

Agreed – TSW to bring updated work progress plan to each meeting to discuss progress.

Action – CT – What is the definition of Associate Students and how are they to be processed in the system.

Action – TSW – Are substituted modules also included in the work plan for this year?

Action – TSW – To investigate spanning modules at the School of Health Studies.

Action – CT/TSW – To investigate further the need to increasing the number of columns on the BRAD report for assessment committees.

The problems with processing collaborative provision were discussed with regard to the BRAD report. Users in EDT were having problems with wanting different occurrences of a module on the same report, is this possible?

Action – TSW – To investigate this and refer back to BH in EDT.

Pharmacy have a need to report down to individual exam question level. A discussion followed about the level of information required and whether this was necessary to report in SAINT.

Action – DP – ADLTs to discuss what component data is used for and what level of reporting is considered sufficient and report back.

The issues around Automation (i.e. the preparation and production of student records/data for the next year of study following an Exam Board) were also discussed. It was felt that any changes to the existing process should include User input. Many Users also felt that being able to run it after post board processing via CSP was a good idea and would be keen to do this with appropriate training.

The need to move Supplementary Exams earlier in the year to allow for processing data before enrolment / re-enrolment was also discussed.

Action – CT/TSW/DP – This to be raised as an issue with LTC.

5. System Performance Issues

TSW gave a brief introduction to the current situation and an overview of the problems encountered. TSW is preparing a report (attached). A wash up meeting has been arranged with SAS, IT Services and SAINT Support and Development Team.

PB gave an oral report about the current status of the hardware upgrade and is currently drawing up a plan. The second half of October seemed preferable.

Action - PB - to communicate installation dates to this forum for approval once outline dates are available.

Many members felt that a weekend upgrade would be more useful and that disruption from hardware and software upgrades often comes at inconvenient times.

Action – PB to take to IT Services management issue about out of hours support to include but not limited to SAINT support.

Agreed Forum members felt that it was important that the upgrade did solve performance / response delays and that the mission critical nature of SAINT needs to be recognised at all levels within the University.

Beta testing for the upgrade of SAINT to version 8.2.0 was available and TSW considered it important that the institution should commit to this. This is due to start on 15th October and go until 5th November. It was a good opportunity to see and test new features as time to test was short in December.

Action – TSW to circulate further details to the data stewards and SAINT users.

6. SAINT Implementation Board

TSW gave an oral presentation about the role of the SAINT Implementation Board for 2008/9 and that it was now primarily a project board that was looking at the Progression and Award implementation Project. The SAINT Forum was now the committee that SAINT issues and policy were to be debated and agreed with in the usual line management structure. Documents from LTC were to be discussed / considered by the SAINT Forum and not the SAINT Implementation Board.

7. Exams

The Exams Team Leader spoke about his views on how the service will improve, with special emphasis on how this will improve the range of information available to students especially with regard to examination rooms, directions and maps via the web. Key issues that are to be tackled include:

- a) data cleansing of exams related data
- b) communications between Exams Office and academic schools
- c) rooming for exams
- d) reviewing policies including lateness to exams, the role of invigilators
- e) the availability of information available to HUB front of house staff

8. Any Other Business.

a. Progression Information via e:Vision

After being piloted by post graduate courses for the School of Management and in SSIS, this facility for student progression and award information to be made available via e:Vision using SRL technology, is now available to all students. The forum felt that further testing for the Postgraduate exam boards in November was a good idea and would give some indication of loading on the system for a wider rollout for undergraduate students in summer 2009.

Action Members to let the SAINT Support Team know if they require this new functionality and provide the course and route codes they require to be able to use this, along with the switch on and off dates for access to e:Vision.

b. Electronic Student Evaluation Questionnaires

This is to be piloted in the Schools of Health Studies and Informatics. The pilot will run this year and across the university next year if successful. The pilot will look at two cohorts, one where completion is a requirement in order to see student results, the other where it is not a requirement.

Date of Next Meeting – 27th November 2008 2pm – 4pm in the New Boardroom.